

0150-13184-0000


TRANSMITTAL

TO The City Council	DATE 5/13/26	COUNCIL FILE NO. 23-1022
FROM Municipal Facilities Committee		COUNCIL DISTRICT 6

The attached report from the Department of General Services (GSD) was waived by the Municipal Facilities Committee and is hereby transmitted to Council for consideration.

Adoption of the report recommendation would authorize GSD to negotiate and execute a no-cost lease agreement with Hope the Mission to operate the interim housing site at 8358 San Fernando Road, also known as 11080 Olinda Street, with 208 beds. The property is owned by the City, under the control of the Department of Transportation. The term of the lease agreement is three years, effective upon substantial completion and certificate of occupancy, with two one-year options to extend.

Fiscal Impact: There is no immediate impact to the General Fund. On March 17, 2026, the Mayor concurred the City Council's approval of the Fiscal Year (FY) 2025-26 Third Homelessness Funding report (C.F. 23-1022-S27) which allocated \$1,684,592 to support services at this site through June 30, 2026. Services funding for FY 2026-27 will be included in a future CAO funding report. No funding is provided for leasing as the site is owned by the City and this is a no-cost agreement.


 for Matthew W. Szabo
 City Administrative Officer
 Chair, Municipal Facilities Committee

MWS:AW:05260138

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



KAREN BASS
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

April 30, 2026

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Attention: Adam Lid, Legislative Assistant

REQUEST TO NEGOTIATE AND EXECUTE A LEASE WITH HOPE THE MISSION AT 8358 SAN FERNANDO ROAD AKA 11080 OLINDA STREET SUN VALLEY, CA 91352 TO OPERATE AN INTERIM HOUSING SITE

The Department of General Services (GSD) requests authority to negotiate and execute a lease agreement with Hope the Mission (HTM) (Operator), a 501(c)3, to operate an interim housing site located at City-owned property at 8358 San Fernando Road, Los Angeles, (aka 11080 Olinda Street, Sun Valley) CA 91352 in Council District 6.

BACKGROUND

On August 22, 2024, the Mayor and City Council approved the construction, lease, and operation of the interim housing site (CF: 23-1022-S6). On March 17, 2026, the Mayor and City Council approved the City Administrative Officer's (CAO) Fiscal Year 2025-2026 Third Homelessness Funding Report (CF: 23-1022-S27). The report authorized GSD to enter into a lease agreement with HTM to operate the interim housing site. The property is being constructed under the direction of the Bureau of Engineering and anticipated to be completed by the end of April 2026. Furthermore, there is a pending MOU that GSD and CAO are working on with LADOT to finalize, which will be fully executed prior to the execution of the agreement with HTM.

The site includes approximately a total of 208 beds on LADOT property. Approximately 51,313 square feet of an approximately 108,871 square foot parcel is currently being developed within the existing Sun Valley Metrolink Station which will remain as a "Park and Ride" for the Metrolink train station, with 82 standard and 8 ADA accessible parking spaces remaining. The tiny home village includes 122 sleeping units including the following amenities: One 24 X 40-foot administrative structure with two offices and conference rooms, one 12 X 70-foot hygiene structure with five restrooms (one ADA accessible), five showers (one ADA accessible), laundry machines and perimeter fencing. The initial August 22, 2024 approvals noted that the conceptual plan for the site would be



subject to further refinements; since that time, the site plans have been refined to replace the one 60 X 120 sleeping membrane structure with 38 pallet units, three administration units, and one community structure.

TERMS AND CONDITIONS

The no cost lease term will be effective upon substantial completion and certificate of occupancy and expires three years from that date. The City shall have the unilateral right to terminate the sublease with 30-day written notice.

A complete set of terms and conditions are outlined on the attached term sheet.

SHELTER SERVICES

Founded in 2009, HTM is a faith-based compassion ministry that focuses on spiritual, emotional, physical, relational, occupational, and financial needs of their clients. Their two-pronged approach starts with crisis intervention then bridges clients, when they are ready, into long-term services that address chronic obstacles.

HTM aims to help clients find a job or form of public assistance, medical and mental health services, substance abuse counseling and recovery, and housing placement.

BUILDING MAINTENANCE, UTILITIES AND LANDSCAPING

The City shall maintain major plumbing and mechanical systems serving the entire site. The Operator, at Operator's expense, shall hire a licensed, bonded electrical service contractor to address issues involving electrical as stated below including the switchgear with additional notice to the City. In cases of emergency or structural failure, GSD through Building Maintenance Division (BMD) shall remain available to provide emergency assistance.

The Operator shall be responsible for daily routine maintenance, including janitorial services, annual preventative maintenance, including but not limited to: interior electrical systems and light fixtures, fire life safety systems, smoke detectors including coordinating annual Reg-4 testing with the City, fire extinguishers, and maintenance/repairs to sprinkler heads and associated fire life safety components.

The City's responsibility with respect to the maintenance and repair of the plumbing systems will be from the meter to the backflow device, and the outside connection to the main sewer line. The Operator shall also be responsible for plumbing including localized plumbing and drain backups (not affecting main lines), annual backflow testing, pest control, damage caused by negligent or intentional acts or omissions of the Operator or its parties, including repair or replacement of fixtures, outlets, plumbing, appliances and HVAC systems.

Furthermore, the Operator shall maintain the following:

- Electrical Systems- All electrical components including the switchgear, distribution panels, outlets, lighting, and fixtures. All work must be done using a licensed bonded electrical service contractor at Operator's expense.
- HVAC Systems- Including ductless HVAC units, if any are installed at the site.
- All plumbing fixtures such as faucets, sinks, shower valves, trap primers, hose bibs, flush valves and water heaters. Additionally, the Operator shall also be responsible for shower pans, and floor/area drains.
- All locks, keys, and any associated repairs or requests, including those related to new staff onboarding or transitions between service providers.
- All utilities and landscaping at the site.

ENVIRONMENTAL

Through the City Administrative Officer report, dated August 1, 2024 (C.F. 23-1022-S6), approved by the Council and Mayor on August 22, 2024, it was determined that the construction, lease, and operation of the tiny home village at 8358 San Fernando Road, for those experiencing homelessness, is statutorily exempt from the California Environmental Quality Act (CEQA) under Public Resources Code (PRC) Section 21080.27, Government Code Section 65660(b), applicable to City of Los Angeles (City) low barrier navigation centers; Government Code Section 8698.4, governing homeless shelter projects under a shelter crisis declaration; and PRC Section 21080(b)(4) and State CEQA Guidelines, 14 California Code of Regulations (CCR) Section 15269(c), as specific actions necessary to prevent or mitigate an emergency. Furthermore, the project, including the project refinements, are statutorily exempt from CEQA under PRC 21080.27.5 as actions relating to low barrier navigation centers (BOE memo dated 04/09/2026, on file with GSD.)

FUNDING

On March 17, 2026, the Mayor and Council approved the FY 2025-26 Third Homelessness Funding report (C.F. 23-1022-S27) which allocated \$1,684,592 to support services at the site, through June 30, 2026. Services funding for FY 2026-27 will be included in a future CAO funding report.

GSD works with the CAO on a case-by-case basis to fund ongoing costs and repairs.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommendations in this report since it is a no-cost agreement with HTM to operate the interim housing site. Furthermore, there is no lease cost as it is City-owned property.

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor, authorize GSD to negotiate and execute a lease agreement with Hope the Mission to operate an interim housing site located at 8358 San Fernando Road, Los Angeles CA 91352 AKA 11080 Olinda Street Sun Valley, CA 91352 under the terms and conditions substantially outlined in this report.



Tony M. Royster
General Manager

Attachment: Term Sheet
Site Plan

LEASING TERM SHEET

MFC DATE

April 16, 2026

LANDLORD

City of Los Angeles - GSD

ADDRESS

111 1st Street, Los Angeles, CA 90012

TENANT

Hope the Mission

ADDRESS

16641 Roscoe Pl. North Hills, CA 91343

LOCATION ADDRESS

8358 San Fernando Blvd. AKA 11080 Olinda Street Sun Valley, CA 91352

USE

Interim Housing

SQUARE FEET

51,313 SF

EARLY POSSESSION

N/A

TERM

36 months

LEASE
COMMENCEMENT
DATE

The latter of City Clerk's Attestation or fully executed ROE with LADOT

LEASE EXPIRATION
DATE

36 months from Lease Commencement Date

RENT START DATE

N/A

RENT

N/A

AGREEMENT TYPE

Lease

RENT INCREASES

N/A

HOLDOVER

MTM

SUBLET/
ASSIGNMENT

Subject to City's consent and approval

RENEWAL OPTION

NOTICE PERIOD

City's right to 2 1-year options with 6 months notice

TERM	1 years each
DATES	1 year from Lease Expiration Date
OPTION RENT / ESCALATION	N/A
OPTION RENT - RENT SCHEDULE	N/A
RENT ABATEMENT	None
OPEX	Tenant responsible for all utilities, custodial, landscaping, security, routine maintenance, and minor repairs
LATE FEE	N/A
PROPERTY TAX	None
PROPERTY INS.	Tenant required to maintain general liability insurance subject to Risk Management requirements.
ADDITIONAL RENT	N/A
PARKING - NUMBER OF PASSES	Parking as available on site.
MONTHLY PARKING COST	None
SECURITY DEPOSIT	None
MAINTENANCE/ REPAIR: LANDLORD	See below.
MAINTENANCE/ REPAIR: TENANT	<p>The City shall maintain major plumbing and mechanical systems serving the entire project. The Operator, at Operator's expense, shall hire a licensed, bonded electrical service contractor to address any and all issues involving electrical as stated below including the switchgear with additional notice to the City. In cases of emergency or structural failure, GSD through Building Maintenance Division (BMD) shall remain available to provide emergency assistance.</p> <p>The Operator shall be responsible for daily routine maintenance, including janitorial services, annual preventative maintenance, including but not limited to: all electrical systems and light fixtures, fire life safety systems, smoke detectors including coordinating annual Reg-4 testing with the City, fire extinguishers, and maintenance/repairs to sprinkler heads and associated components.</p>

The City's responsibility with respect to the maintenance and repair of the plumbing systems will be from the meter to the backflow device, and the outside connection to the main sewer line. The Operator shall also be responsible for plumbing including localized plumbing and drain backups (not affecting main lines), annual backflow testing, pest control, damage caused by negligent or intentional acts or omissions of the Operator or its parties, including repair or replacement of fixtures, outlets, plumbing, appliances and HVAC systems.

Furthermore, the Operator shall maintain the following:

- All electrical components including the switchgear, distribution panels, outlets, lighting, and fixtures. All work must be done using a licensed bonded contractor at Operator's expense.
- HVAC Systems- Including ductless HVAC units, if any are installed at the site.
- All plumbing fixtures such as faucets, sinks, shower valves, trap primers, hose bibs, flush valves and water heaters. Additionally, the Operator shall also be responsible for shower pans, and floor/area drains.
- All locks, keys, and any associated repairs or requests, including those related to new staff onboarding or transitions between service providers.
- Operator is also responsible for all utilities and landscaping at the site.

TENANT IMPROVEMENTS: ALLOWANCE/SCOPE

None – Premises accepted “as is”.

UTILITIES

Tenant responsible for all utilities

CUSTODIAL / LANDSCAPING

Tenant responsible for custodial services and landscaping

SECURITY

Tenant provides 24/7 on-site security

PROP 13

N/A

INSURANCE (CITY)

Per Risk Management, City is self insured

INSURANCE (OTHER PARTY)

- Per Risk Mgmt.:
- \$5,000,000 per occurrence
 - Coverage must include premises, contractual, personal injury, products, fire-legal liability, etc
 - The City and its boards/commissions must be named as additional insureds
 - Proof of insurance must be provided before possession and upon City's request
 - To be further defined in sublease agreement

OTHER:

The City shall have the unilateral right to terminate the sublease with 30 day written notice.

PRINT:

SIGNATURE:

City of Los Angeles, Department of Building & Safety
APPROVED PLANS

This set of plans are not approval for construction until the required permit fees are paid and the permit is issued.
 No inspection fees are to be collected until the permit fees have been paid.

By: **KEVIN MORALES** Date: **10/08/2025**
 Application No./Permit No.: **25020 - 20000 - 01482**

This set of plans **MUST** be at the job site during construction.
 It is intended for **informational** purposes only and is not to be used for any other purpose.
 The permit holder shall **NOT** constitute approval of violation of any provisions of any Ordinance or Code of the City of Los Angeles.
 SEPARATE permits are required for BUILDING, ELECTRICAL, PLUMBING, FIRE SPRINKLERS, ELEVATOR, H.V.A.C., unless the permit was issued as a combination permit for a One or Two Family Dwelling under the LAC Section 91.2007.2.2 and the work by that trade does not require Plan Check. This approval is only for the items indicated on the permit work description. Other items shown on the plans are **NOT** included in this approval.



GRAPHIC LEGEND:

- 42" MIN. ADA PATH OF TRAVEL, 5% MAX SLOPE IN THE DIRECTION OF TRAVEL, 2% MAX CROSS SLOPE, 8% MAX SLOPE AT RAMPS
- EGRESS PATH
- PROPERTY LINE
- EXTENT OF WORK BOUNDARY
- PANIC HARDWARE
- OCCUPANT LOAD
- INDICATES EMERGENCY HOUSING UNIT WITH ACCESSIBLE MOBILITY FEATURES
- INDICATES EMERGENCY HOUSING UNIT WITH EMERGENCY COMMUNICATION FEATURE
- 5% MOBILITY FEATURES
- 2% COMMUNICATION FEATURES

ACCESSIBILITY NOTES:

1. ALL MODULAR BUILDINGS, INCLUDING THE RESTROOMS SHOWER/ LAUNDRY BUILDING ARE STATE APPROVED CERTIFIED.
2. CONGREGATE RESIDENCE MUST COMPLY TO 11B-233 AND 11A OF THE 2016 CBC.
3. "MOBILITY FEATURES" PER 11B-809.5 INCLUDING SMOKE DETECTORS AND FIRE ALARMS AND CARBON MONOXIDE DETECTORS, ETC.
4. AT LEAST ONE SLEEPING AREA SHALL PROVIDE A 23" BY 48" MINIMUM CLEAR ON BOTTOM OF A BED. THE CLEAR SPACE SHALL POSITION FOR PARALLEL APPROACH TO THE SIDE OF THE BED 11B-806.2.3.
 - 4.1. EXCEPTION: WHERE A SINGLE CLEAR SPACE COMPLYING WITH SECTION AAB-305 POSITIONED FOR PARALLEL APPROACH PROVIDED BETWEEN BEDS. A CLEAR FLOOR OR GROUND FLOOR SPACE SHALL NOT BE REQUIRED ON BOTH SIDES OF A BED PER 11B-806.2.3.
5. THERE SHALL BE A CLEAR SPACE UNDER THE BED FOR THE USE OF A PERSONAL LIFT DEVICE. THE CLEAR SPACE SHALL EXTEND UNDER THE BED PARALLEL TO THE LONG SIDE, AND BE ADJACENT TO AN ACCESSIBLE ROUTE. THE CLEAR SPACE SHALL EXTEND TO POINTS HORIZONTALLY 30 INCHES, VERTICALLY 7 INCHES AND NOT MORE THAN 12 INCHES FROM THE HEAD AND FOOT OF THE BED.
6. GUEST ROOMS REQUIRED TO PROVIDE COMMUNICATION FEATURES SHALL COMPLY WITH THE FOLLOWING:
 - 6.1. WHERE EMERGENCY WARNING SYSTEMS ARE PROVIDED, FIRE ALARM SHALL COMPLY WITH 11B-702 AND CARBON MONOXIDE ALARMS SHALL COMPLY WITH CHAPTER 4. VISIBLE NOTIFICATION DEVICES SHALL BE PROVIDED TO ALERT ROOM OCCUPANTS OF INCOMING TELEPHONE CALLS AND A DOOR KNOCK OR BELL. NOTIFICATION DEVICES SHALL NOT BE CONNECTED TO VISIBLE ALARM SIGNAL APPLIANCES. TELEPHONES SHALL HAVE VOLUME CONTROLS COMPATIBLE WITH THE TELEPHONE SYSTEM AND SHALL COMPLY WITH 11B-704.3 VOLUME CONTROL TELEPHONES. TELEPHONES SHALL BE SERVED BY AN ELECTRICAL OUTLET COMPLYING WITH 11B-309 OPERABLE PARTS LOCATED WITHIN 48 INCHES OF THE TELEPHONE TO FACILITATE THE USE OF A TTY.
 - 6.2. IN SLEEPING ROOMS WITH MORE THAN 25 BEDS, A MINIMUM OF 5% OF THE BEDS SHALL HAVE CLEAR FLOOR SPACE COMPLYING WITH SECTION 11B-806.2.3.
 - 7.2. FACILITIES WITH MORE THAN 50 BEDS THAT PROVIDE COMMON USE BATHING FACILITIES SHALL PROVIDE AT LEAST ONE ROLL-IN SHOWER WITH A SEAT THAT COMPLIES WITH SECTION 11B-808. WHEN SEPARATE SHOWER FACILITIES ARE PROVIDED FOR MEN AND WOMEN, AT LEAST ONE ROLL-IN SHOWER SHALL BE PROVIDED FOR EACH GROUP PER 11B-244.78.2.

1 SITE PLAN - ACCESSIBLE PATH OF TRAVEL
 1/16" = 1'-0"

ENGINEERING
 CITY OF LOS ANGELES

SHELTER & HOUSING PROGRAM

REGISTERED ARCHITECT
 KEVIN MORALES
 STATE OF CALIFORNIA

BUREAU OF ENGINEERING

DEPARTMENT OF PUBLIC WORKS

CITY OF LOS ANGELES

RESIDENT DESCRIPTION: [Blank]
 DATE: [Blank]
 CITY ENGINEER: [Blank]
 DESIGN GROUP: [Blank]
 ENGINEER: [Blank]
 ARCHITECT: [Blank]
 DESIGNED BY: Designer
 DRAWN BY: SMA
 CHECKED BY: SMA
 APPROVED BY: Approver

VERTICAL CONTROL: [Blank]
 HORIZONTAL CONTROL: [Blank]
 SHEET TITLE: ACCESSIBLE PATH OF TRAVEL
 PROJECT: GD & TINY HOME VILLAGE SUN VALLEY METROLINK STATION
 ADDRESS: 8338 SAN FERNANDO RD, SUN VALLEY, CA 91352

INDEX NO.: [Blank]
 CITY NO.: [Blank]

WORK ORDER: 6
 SHEET NAME: G-005
 SHEET OF SHEETS